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UNIVERSITY OF ILLINOIS

Chicago Undergraduate Division

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USE OF TELEPHONES

General Information -- When away from your telephone, arrange to have someone answer it. Be certain about the extension number you wish to call. Please do not call "information" until you have checked the number in the directory. Be brief on all calls.

Local Calls -- To make a local call from one extension to another within the building ask the operator for the extension desired.

Chicago Calls -- Ask the operator for an outside line, listen for the dial tone, then dial the first two letters of the exchange and the accompanying numbers. When requesting outside parties to call you, always give them your local extension number in addition to WHitehall 4-3800 in order that their calls may be completed without delay.

Urbana Campus Calls -- All calls to Urbana must be placed through the Navy Pier switchboard. The University number in Urbana is 7-6611; be certain that the extension number you are calling is the correct one.

Chicago Professional College Campus Calls -- Ask the operator for the Chicago Professional Colleges, listen for the local dial tone, then dial the extension number desired. To contact the operator at the Chicago Professional Colleges, dial "O" after listening for the dial tone. These are the lines to the intercommunicating telephone system at the Chicago Professional Colleges.

Toll Calls -- Charges are made for all calls to telephones listed in the Suburban Directory and for all long distance calls. No Toll Calls, Telegrams, or Long Distance Calls are to be placed except through the University switchboard. For such calls, give the University operator your name and extension number and tell her whether the call is "business" or "personal," so as to facilitate the billing charges.

IN CASE OF FIRE

Call the telephone operator and tell her the location of the fire and the room or frame number. In case of fire between 6 p.m. and 8 a.m., call WHitehall 4-3800.

TO CALL THE POLICE

Ask the operator for Extension 210 and give the necessary information, including your name, the nature of the trouble and the room number where help is wanted. Between 6 p.m. and 8 a.m., call WHitehall 4-3800.

LOST AND FOUND

The care and safekeeping of articles lost and found in classrooms or on the Pier is centralized at Police Headquarters, west of the North Head House, Extension 210. Persons who have lost articles may make inquiries at Police Headquarters from 8 a.m. to 4 p.m. Monday through Friday.

THE UNIVERSITY OF ILLINOIS IS NOT RESPONSIBLE FOR ANY ARTICLE, LOST OR FOUND, AND WILL NOT BE RESPONSIBLE FOR ANY SUCH ARTICLE WHILE IN THE POSSESSION OF THE LOST AND FOUND DEPARTMENT.

REPAIR SERVICE

Call the Routing Office, Extension 270 and 272 between 8 a. m. and 5 p. m.; from 5 p. m. to 6 p. m., call the Watchmen's Station, Extension 210; and from 6 p. m. to 8 a. m., call WHitehall 4-3800.

SMOKING REGULATIONS

1. Smoking is permitted in the following areas on the Pier:

   a. Corridors except where posted with NO SMOKING signs.

   b. The following areas at the east end of the Pier:

      Kitchen, Lounge, Cafeteria, Faculty Dining Room, and Student Counseling Bureau.

   c. All staff offices.

   d. Student locker areas.

   e. Lobby at west end of the Pier.

   f. Rest rooms.

2. All other areas are out of bounds for smoking and are posted with "No Smoking" signs.

3. Anyone failing to abide by the above regulations will be reported to the University authorities.

4. The University police have been instructed to report any and all violators to the Dean of the Chicago Undergraduate Division.

5. BEFORE LIGHTING UP -- LOOK FOR NO SMOKING SIGNS.

ABBREVIATIONS

UIC -- University of Illinois, Chicago Undergraduate Division.
DMP -- Dentistry, Medicine, and Pharmacy Building, 1853 West Polk Street.
EDMP -- East Dentistry, Medicine, and Pharmacy Building, 1853 West Polk Street.

Persons whose names are marked with an asterisk (*) are married.

Please notify Publications Office, Rm. 40, of all corrections and additions.

TELEPHONE NIGHT LINES

WHitehall	Extension
4-3800 Police	202
4-3801 Police	203
4-3802 Health Service	106
4-3803 Admissions and Records	214
4-3804 Men's Gymnasium	163
4-3805 Police, Frame 94	266
4-3807 Dean C. C. Caveny	1
4-3808 Library	65
4-3809 Student Counseling Service	107
4-3810 Publications	27
4-3811 Cafeteria (W)	23
4-3812 Pier Illini	207
4-3813 Engineering	75
4-3814 Bookstore	248
4-3815 Physics	252
4-3816 Mathematics	69
4-3817 Boiler Room	179
4-3818 Humanities	223
4-3823 Admissions and Records	158
4-3831 Cashier	213
4-3934 Engineering Shop Lab	70

TELEPHONE DIRECTORY

			Room	Ext.
EXECUTIVE DEAN of the Chicago Undergraduate Division				
	Charles C. Caveny		360	1 & 2
Sec'y	Mrs. Kathryn G. Canedy		356	1 & 2
Assistant Dean	Harold N. Cooley		359	4 & 5
Office	Miss Patricia A. Meservey		356	4 & 5
Accountancy Staff Office			32	224
Admissions and Records:				
Associate Dean	Harold E. Temmer		15	158
Sec'y	Miss Dorothy F. Dobrynski		15	158
Admissions	Miss Kirker Smith		15	215
	Mrs. Ruth S. Germain		15	215
Records	Mrs. Jeannet Gage		15	215
Scholarships	Miss Lenore Liebman		15	212
Veterans Benefits	Miss Lenore Liebman		15	212
Architecture and Art:				
Head of the Department	Harold B. McEldowney		188	78, 79
Office	Mrs. Helen M. Harron		188	78, 79
Architecture Staff Office			186	78, 79
Art Staff Office			90	246
Armed Forces R. O. T. C. Army:				
Officer in Charge	Major Daniel L. Crumpacker		189	268
Office	Mrs. Flora Costea		189	268
Athletic Department:				
Director	John O. Jones	Gym	101-B	162
Clerk		Gym	101	160
Assistant to the Director	Charles J. Kristufek	Gym	103	163
Coaches:				
Baseball	Lester H. Miller, Jr.	Gym	101	160
Assistant Coaches	Michael G. Maksud	Gym	103	163
	Harold H. Nemoto	Gym	103	163
	Donald E. Wildner	Gym	103	163
Basketball	Richard R. Rader	Gym	103	163
Assistant Coach	Donald E. Wildner	Gym	103	163
Football	Walter G. Versen	Gym	103	163
Assistant Coaches	Harold H. Nemoto	Gym	103	163
	James A. Majer	Gym	103	163
	George J. Strnad	Gym	103	163
	Donald E. Wildner	Gym	103	163
Golf	Richard R. Rader	Gym	103	163
Gymnastics	Benedict W. Montcalm	Gym	103	163
Soccer	Melvin V. Springer	Gym	103	163
Swimming	Charles J. Kristufek	Gym	103	163
Tennis	Charles J. Kristufek	Gym	103	163
Track and Cross Country	Sheldon L. Fordham	Gym	101	160
Assistant Coach	Melvin V. Springer	Gym	103	163
Wrestling	George J. Strnad	Gym	103	163
Intramural	Peter R. Berrafato	Gym	103	163
Assistant	Leo L. Gedvilas	Gym	103	163
Band	Willis Charkovsky		354-A	141

		Room	Ext.
Biological Sciences, Division of:			
Chairman of the Division	Max C. Shank	39	227
Office	Miss Sheila J. Greene	39	227
Staff Assistant		39	227
Bookstore		87	248
Manager	Harry E. Summers	87	249
Business Office:			
Assistant to the Business Manager	Robert E. Porter	352	14
Sec'y	Mrs. Phyllis Skutnik	353	14
Accounting Division	Leslie Taylor	353	16
Cashier	Mrs. Inez V. Dunn	12-A	213
General Stores	Nathan Barach	160	235
Purchasing	Thomas Halstengard	353	15
Chemistry Staff Office		49	231
Choir	Edwin Fissinger	354-C	200
Civil Engineering Staff Office		72	70
Commerce and Business Administration, College:			
Associate Dean	Robert P. Hackett	27	218
Assistant Dean	William J. Dunne	27	218
Office	Mrs. Lois L. Thompson	27	218
Counseling Service, Student		300	115
Dean of Students, Office of:			
Associate Dean of Students	Warren O. Brown	313-C	101, 104
Secretary	Virginia Duke	313	101, 104
Assistant to Dean of Students	Merton S. Zahrt	313-A	103, 104
Clerk	Mrs. Esterfina Jones	313	24, 112
Dean of Women	Agnes G. Tandberg	313-B	102
Secretary	Beverly McCleary	313	102
Veterans Counselor	Warren O. Brown	313	101, 104
Foreign Student Advisor	Warren O. Brown	313	101, 104
Economics Staff Office		32	225
Electrical Engineering Staff Office		121	257
Employment:			
Nonacademic		Personnel Bldg.	10
Student		313	100
Engineering, College of:			
Associate Dean	Frederick W. Trezise	184-E	75
Office	Mrs. Rose N. Turicchi	184-D	75
Assistant Dean	Rupert M. Price	184-C	77
English Staff Office		31	237
Examiner's Office		15	158
FIRE Guard Office		158	210
Food Service		183-E	278
Foreign Language Staff Office		40	228, 233
Foreign Student Adviser	Warren O. Brown	313	101, 104
Forensics, Director of			
Wayne N. Thompson		31	223
French Staff Office		40	228
General Engineering Department:			
Head of the Department	Clarence I. Carlson	147	255
Office	Miss Margaret Shanahan	147	255
Staff Office		147	256
Geography Staff Office		38	221

		Room	Ext.
Geology Staff Office		49	231
German Staff Office		40	228
Health Service:			
Director		320	106
Office	Mrs. Eleanore O. Beymer	321	106
History Staff Office		36	221
Humanities, Division of:			
Head of the Division	Eugene B. Vest	31	236
Office	Mrs. Eleanor Thomas	31	236
Staff Office		31	222, 223
INFORMATION:			
Information Desk		1	202
Public Information		3	204
Reference Information, Library		239-G	149
Insurance:			
Staff	Warren O. Brown	313-C	101
Students	Merton S. Zahrt	313-A	103, 104
Liberal Arts and Sciences, College of:			
Associate Dean	Harold W. Bailey	25	219
Office	Mrs. Ruth-Betty Karpel	25	219
Assistant Dean	Willis C. Jackman	25	238
Assistant Dean	Ellis B. Little	25	238
Library:			
Acquisitions and Serials Department	Louis A. Schultheiss	239-E	151
Catalog Department	Carl J. Frommherz	239-D	152
Circulation Department	Charles DeYoung	239-F	150
Fine Arts Reading Room	Lloyd C. Engelbrecht	246	147
Librarian	Edward Heiliger	238	148
Office	Miss Frances Stiritz	238	148
Reference Department	Giles B. Robertson	239-G	146
Lost and Found Department	West of North Head House		210
Mathematics, Division of:			
Head of the Division	George W. Morgenthaler	81	68
Office	Mrs. Adelaide D. Riedl	81	69
Staff Office		81	69
Mechanical Engineering Staff Office		72	70
Military Science (See Armed Forces R. O. T. C.)			
Music (See Band, Orchestra, and Choir)			
Director of Music	Edward Fissinger	354-A	200
Nonacademic Personnel Office:			
Personnel Officer	Leonard D. Harper, Personnel Building		12
Office	Mrs. Hilda M. Chiloro, Personnel Building		10
Visiting Nurse	Miss Rose M. Strueck, Personnel Building		10
Orchestra	Willis Charkovsky	354-A	141
Philosophy Staff Office		36	221
Physical Education for Men:			
Associate Dean	John O. Jones Gym	101-B	162
Clerk	Gym	101	160
Men's Staff Office	Gym	103	163

		Room	Ext.
Physical Education for Women:			
Head of the Department	Miss Helen M. Barton	187-F	72
Office	Mrs. Helen M. Weiss	187-G	73
Women's Staff Office		187-D	73
Physical Plant:			
Assistant Superintendent of Buildings and Grounds	Robert L. Zander	158	275
Office	Mrs. Dora Wrobel	158	276
Physical Sciences, Division of:			
Head of the Division	Carl R. Meloy	49	231
Office	Mrs. Monnie Ellens	49	232
Staff Office		49	232
Physics, Department of:			
Head of the Department	Ora L. Railsback	126	252
Office	Miss Jean Yamate	126	252
Staff Office No. 1		126	252
Staff Office No. 2		115	254
Physiology Staff Office		41	227
Pier Illini Newspaper	Activity House		207
Sponsor	Paul F. Cahill	3-B	205
POLICE Headquarters	West of North Head House		210
Political Science Staff Office		36	221
Post Office	Walter Hansen	7	209
Psychology Staff Office		36	221
Publications	A. J. Hartoch	40	27
Public Information:			
Assistant Manager	Paul F. Cahill	3-B	205
Office	Miss Nancy J. Harding	3-A	204
Radio and Television:			
Supervisor	Alfred E. Partridge	3-C	205
Writer-Producer	Miss Barbara J. Jipson	3-C	205
Receiving Office	Joaquin Pelayo	161-A	273
Recorder's Office		15	158
Rhetoric Staff Office		31	237
Routing Office		157-A	270
Shop Laboratories:			
Head of Engineering Shop Laboratories	Roy B. Perkins	72	70
Staff Office		72	70
Social Sciences, Division of:			
Head of the Division	Donald W. Riddle	36	221
Office	Miss Natalie E. Murray	36	221
Spanish Staff Office		40	233
Speech Improvement Laboratory	Matthew L. Rigler	300-H	126
Speech, Department of		31	237
Stenographic Service		150-B	11
Student Counseling Service:			
Director	Paul C. Greene	300-PI	107
Assistant Director, Counseling Services	Harold Klehr	300-Q	119
Assistant Director, Test Services	Kenneth W. Eells	300-E	111
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		Room	Ext.
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	Mrs. Allie H. Mayberry	300-A	115
Counseling Services	Miss Jean H. Baer	300-S	108
	Louis A. Berman	300-R	118
	James W. Creaser	300-X	110
	Kenneth W. Eells	300-E	111
	Paul C. Greene	300-P1	107
	Daniel L. Heftel	300-O	112
	Miss Laurette A. Kirstein	300-J	117
	Harold Klehr	300-Q	119
	Robert L. Miller	300-J	117
Departmental Office	Mrs. Marguerite Johnston	300-P2	114
Reading Improvement Laboratory	Daniel L. Heftel	300-O	112
Study Improvement Laboratory	Miss Jean H. Baer	300-S	108
Test Service Laboratory	Miss Marie L. Johnson	300-C	116
Students:			
Student Activities Office		313	101, 104
Calendar, Social, Special Events Information		313	102
Student Employment Office		313	100
Student Hospital and Medical Service		313	103
Student Loan Office	(Men)	313-C	101
	(Women)	313-B	102
Teacher Education	Victor E. Ricks	36	26
Theater, Director of:			
Mrs. Frances Goulson		31	237
Theoretical and Applied Mechanics Staff Office		121	257
Veterans Counselor, Office of	Warren O. Brown	313-C	101, 104

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It is the responsibility of any person discovering a fire, no matter how small, to REPORT IT PROMPTLY to the telephone operator and take action to relieve the danger to loss of life.

Call the telephone operator and tell her the location of the fire by room number and/or frame number. In case of fire between the hours of 6:00 p. m and 8 a. m., CALL WHitehall 4-3800.

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AFTER REPORTING THE FIRE

If there is no life hazard involved, attempt to extinguish the fire by using the auxiliary fire-fighting equipment at hand.

HELP IS UNDER WAY, KEEP CALM, AVOID PANIC.

KNOW THE LOCATION OF ALL EXTINGUISHERS IN YOUR DEPARTMENT.

FAMILIARIZE YOURSELF WITH ALL EXITS.

KEEP EXITS UNOBSTRUCTED AT ALL TIMES.